

KENTUCKY TRANSPORTATION CABINET
Department of Highways
Division of Contract Procurement
CONTRACTOR'S PERFORMANCE REPORT
Criteria worksheet

Name of Contractor _____

PCN _____ ☐ Prime Contractor ☐ Sub

Contractor's Address _____

City _____ State _____ Phone _____

Project Identification Number _____

Type of Work _____ Cost _____ Completion Date _____

Part 1 – Contractor Work Performance

1. Quality of Work (including work performance of subcontractor(s))

- ☐ 5. *Exceeded* project requirements, and required *no rework*.
- ☐ 4. *Met* project requirements, and required *only minor rework*.
- ☐ 3. *Met* project requirements, but required *moderate rework*.
- ☐ 2. *Met* project requirements, but required *extensive rework*.
- ☐ 1. *Did not meet* project requirements, accepted with reduced compensation.
- ☐ N/A

Comments:

2. Quality of Work (excluding work performance of subcontractor(s))

- ☐ 5. *Exceeded* project requirements, and required *no rework*.
- ☐ 4. *Met* project requirements, and required *only minor rework*.
- ☐ 3. *Met* project requirements, but required *moderate rework*.
- ☐ 2. *Met* project requirements, but required *extensive rework*.
- ☐ 1. *Did not meet* project requirements, accepted with reduced compensation.

Comments:

3. Meeting of Contract Dates (including approved extensions)

- ☐ 5. Completed project requirements *before* contract dates.
- ☐ 4. Completed project requirements *by* all contract dates.
- ☐ 3. Completed project requirements, but *late for some* contract dates.
- ☐ 2. Completed project requirements, *continually or severely late for some* contract dates.
- ☐ 1. *Continually and severely late* for all contract dates.

Comments: _____

4. Job Closeout Activities (Punch List, Final Clean-Up, Final Paperwork, etc.)

- ☐ 5. Completed job closeout activities *within 30 days*.
- ☐ 4. Completed job closeout activities *within 90 days*.
- ☐ 3. Completed job closeout activities *with minor delays but no liquidated damages*.
- ☐ 2. Completed job closeout activities *with delays and some liquidated damages*.
- ☐ 1. Completed job closeout activities *with major delays and liquidated damages*.
- ☐ N/A

Comments: _____

5. Coordination and Cooperation with DOH and other government agency personnel.

- ☐ 5. Interaction was *excellent* throughout the project, and was a *strong contribution* to the success of the project.
- ☐ 4. Interaction was *timely and satisfactory* throughout the project.
- ☐ 3. Interaction was *adequate, but slightly impeded* the success of the project.
- ☐ 2. Interaction was *poor and caused periodic problems* for the project.
- ☐ 1. Interaction was *the cause of constant problems* and *strongly impacted the success* of the project.

Comments: _____

6. Coordination and Cooperation with other Contractor(s), Sub(s) and Utilities

- ☐ 5. Interaction was *excellent* throughout the project, and was a *strong contribution* to the success of the project.
- ☐ 4. Interaction was *timely and satisfactory* throughout the project.
- ☐ 3. Interaction was *adequate, but slightly impeded* the success of the project.
- ☐ 2. Interaction was *poor and caused periodic problems* for the project.
- ☐ 1. Interaction was *the cause of constant problems* and *strongly impacted the success* of the project.
- ☐ N/A

Comments:

7. Coordination & Cooperation with General Public (Motorists & Property Owners)

- ☐ 5. Interaction was *excellent* throughout the project, and was a *strong contribution* to the success of the project.
- ☐ 4. Interaction was *timely and satisfactory* throughout the project.
- ☐ 3. Interaction was *adequate, but slightly impeded* the success of the project.
- ☐ 2. Interaction was *poor and caused periodic problems* for the project.
- ☐ 1. Interaction was *the cause of constant problems* and *strongly impacted the success* of the project.

Comments:

8. Public Safety and Traffic Control

- ☐ 5. *Good traffic control program without additional need for DOH direction.*
- ☐ 4. *Met all project requirements with minimal need for DOH direction.*
- ☐ 3. *Met all project requirements with periodic DOH direction.*
- ☐ 2. *Met all project requirements with constant DOH direction.*
- ☐ 1. *Did not meet all project requirements and required constant DOH direction.*

Comments:

9. Workforce Safety Practices

- ☐ 5. *Good safety program without additional need for DOH direction.*
- ☐ 4. *Met all project requirements with minimal need for DOH direction.*
- ☐ 3. *Met all project requirements with periodic DOH direction.*
- ☐ 2. *Met all project requirements with constant DOH direction.*
- ☐ 1. *Did not meet all project requirements and required constant DOH direction.*

Comments:

10. Compliance with Environmental Requirements

- ☐ 5. *Exceeded* requirements of the project, providing *extra effort* to improve surroundings.
- ☐ 4. *Met* all project requirements with minimal DOH (or other governing agency) direction.
- ☐ 3. *Met* all project requirements with periodic DOH (or other governing agency) direction.
- ☐ 2. *Met* all project requirements *but required* constant DOH (or other governing agency) direction.
- ☐ 1. *Did not meet* all project requirements *and required* constant DOH (or other governing agency) direction.

Comments:

Part 2 – Contractor Project Management and Administration

1. Project Supervisory Personnel

- ☐ 5. *Demonstrated extraordinary skill* and *present to direct others as needed*.
- ☐ 4. *Demonstrated necessary skill* and *present to direct others as needed*.
- ☐ 3. Skill and/or availability periodically hindered the meeting of project requirements.
- ☐ 2. Skill and/or availability often hindered the meeting of project requirements.
- ☐ 1. Skill and/or availability constantly hindered the meeting of project requirements.

Comments:

2. Project Technical Staff

- ☐ 5. *Demonstrated extraordinary skill* and *present to direct others as needed*.
- ☐ 4. *Demonstrated necessary skill* and *present to direct others as needed*.
- ☐ 3. Skill and/or availability periodically hindered the meeting of project requirements.
- ☐ 2. Skill and/or availability often hindered the meeting of project requirements.
- ☐ 1. Skill and/or availability constantly hindered the meeting of project requirements.

Comments:

3. Project Craft Workforce

- ☐ 5. *Demonstrated extraordinary skill* and were *present as needed*.
- ☐ 4. *Demonstrated necessary skill* and were *present as needed*.
- ☐ 3. Skill and/or availability periodically hindered the meeting of project requirements.
- ☐ 2. Skill and/or availability frequently hindered the meeting of project requirements.
- ☐ 1. Skill and/or availability constantly hindered the meeting of project requirements.

Comments:

4. Project Organization (Home Office Support and Organization)

- ☐ 5. *Enhanced work performance* to meet project requirements, *contributing to the success* of the project.
- ☐ 4. *Enabled all work performance* to meet project requirements.
- ☐ 3. Occasionally hindered work performance to meet project requirements.
- ☐ 2. Frequently hindered work performance to meet project requirements.
- ☐ 1. Constantly hindered work performance to meet project requirements.

Comments:

5. Project Submittals

- ☐ 5. *Timely, accurate* and *in accordance with project requirements*.
- ☐ 4. Usually timely, accurate and in accordance with project requirements.
- ☐ 3. Periodically not timely, accurate and in accordance with project requirements.
- ☐ 2. Frequently late, inaccurate, and not in accordance with project requirements.
- ☐ 1. Constantly late with corrections required, and seldom in accordance with project requirements.
- ☐ N/A

Comments:

6. Equipment

- Q 5. Provided *appropriate types* and *quantities* of construction equipment in good working order that met the project requirements
- Q 4. Provided *appropriate types* and *quantities* of construction equipment that met the project requirements, but required periodic repairs.
- Q 3. Provided *appropriate types* and *quantities* of construction equipment that met the project requirements, but required frequent repairs.
- Q 2. Provided equipment substandard in productivity and efficiency requiring periodic repairs.
- Q 1. Provided inadequate equipment requiring constant repair, sacrificing the quality of the work.

Comments:

7. Jobsite Housekeeping

- Q 5. *Constantly* being addressed contributing to jobsite safety and productivity.
- Q 4. *Met* all project requirements with minimal DOH direction.
- Q 3. *Met* all project requirements with periodic DOH direction.
- Q 2. *Substandard* requiring frequent DOH direction.
- Q 1. *Inadequate* requiring constant DOH direction.

Comments:
